

July 9, 2013



Tullahoma Municipal Airport Authority

807 William Northern Boulevard

P.O. Box 1581

Tullahoma, TN 37388

**Meeting Attendance
July 9, 2013**

Members Present

<input checked="" type="checkbox"/>	Sharon Tinkler, Chairperson
<input type="checkbox"/>	John Miller
<input type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Persons Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: Chris Rounds (Public Comments) and Mike Rutherford (July 4th Air Show).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the June 11, 2013 meeting and July 1, 2013 special called meeting were approved** as written.
- 3. Public comments** – Chris Rounds reported that the recent Aviation day camp went great with 9 students attending. He requested permission to hold another fundraiser at the postponed July 4th Air Show/Firework event. **A motion was made and approved** for NAEC to hold a fundraiser in the North hangar for the rescheduled Air Show/Firework event.

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4. Treasurer's report – Copies of the financial reports were not received prior to the meeting. Board members reviewed the hangar lease payment spreadsheets.

5. Jon Glass presented the Airport Manager report:

CURRENT PROJECTS

Terminal Building – No problems or issues.

36 and 24 Threshold Markings – Chairperson Tinkler will ask Steve Upshaw about the remaining work to be completed in a meeting at TAD on July 11, 2013.

Audit Information – Please complete and mail the attached questionnaire to Housholder and Artman. Envelope is included.

Parish/City/TAA Agreement – The 7480 form has been submitted to FAA and TAD. The runway cones arrived 7/1/13. Richard Raper will survey placement of the cones for us at an estimated cost of \$200 to \$300. PDC submitted an estimate of \$306,451.75 for the 9/27 runway rehab project. This project request will be submitted for the September 2013 TAC meeting.

6/24 Emergency Project Repair – The emergency repair was completed by Rogers Group on 12/19/12. Total project cost is \$6,000 with 95/5 funding from TAD. The executed grant was returned on 2/6/13 and the \$5,700 reimbursement was submitted on 2/7/13. Jon Glass sent the reimbursement request again on 6/6/13. The Aeronautics Division did not receive the first request. The \$5,700 reimbursement was received on 7/2/13.

Airfield Signage – The project request was submitted on 5/17/13. It will be on the agenda for the July 18, 2013 TAC meeting. Jon Glass will attend the meeting to request the project.

Tree Clearing Project – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13. TAD staff approved this grant and it was received on 5/24/13. The grant and local share amount have been returned to TAD.

Maintenance Contract Reimbursement – The final FY 12/13 reimbursement for \$9,000 to \$10,000 will be submitted to TAD the week of July 8. The FY 13/14 Maintenance Contract was received and returned to TAD for signatures.

XP Services Ramp Expansion Project – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete

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the project. Payments 1 of 2 and 2 of 2 have been made to Curl Construction. Retainage of \$10,000 is being held until the project is complete.

Northern Field Aviation Hangar Project – TAC approved the \$500,000 grant request on 5/16/13. Richard Rinks does not see any potential problems or issues with moving the hangar to the NW area. The requested \$25,000 UDAG loan for the local share amount will be on the agenda for the July 8th BOMA meeting.

NW Area Environmental Review – A grant request for \$95,600.00 with 95/5 funding was delivered to TAD on 2/7/13. The City will fund the \$4,780.00 local share amount for this project. The Aeronautics Division did not approve this project request. No new update.

Runway 6/24 Approach Lighting – PDC has stopped work on this project due to concerns from Steve Upshaw on Engineer costs. Chairperson Tinkler will discuss this project with Steve Upshaw on July 11, 2013.

NW Taxiway Concrete Repair and Lighting – The executed grant was returned to us on 1/14/13. The 60% design meeting will be scheduled the week of July 15th.

NW Taxiway Concrete Repair and Lighting (Amendment) – The executed grant amendment was received on 4/5/13. The 60% design meeting will be scheduled the week of July 15th.

South Taxiway Light Repair – The 60% design meeting will be scheduled the week of July 15th.

Ramp Concrete Repair – The 60% design meeting will be scheduled the week of July 15th.

South Ramp Drainage Repair – The grant was received on 1/30/13. It has been returned to TDOT for signatures and the \$4,750 local share has been submitted. The executed grant was received on 4/5/13. The 60% design meeting will be scheduled the week of July 15th.

NW Airfield Utility Project – Notice to Proceed was issued to Curl Construction on 12/28/12 and they have 120 days (4/27/13) to complete the project. Water and sewer line installation is complete. ECD did not approve the electrical service change order for the project. Jody Baltz will provide a funding source to complete the electrical work.

North Hangar Roof Leak – The grant amendment was received on 1/30/13. It has been returned to TDOT for signatures and the additional \$6,500 local share has been submitted. The executed grant amendment was received on 4/5/13. Work on the main roof is complete. A change order for the lean-to work is being executed for \$6,750.00.

Cargo Aircraft – List of cargo jets since 1/1/13 is included for Board member review.

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FUEL SALES

Fuel sales for the month of June 2013 were 19,946.90 gallons. This is a 1,688.93 gallon increase in the 18,257.97 gallons sold in June of 2012. Bonnaroo fuel sales totaled 6,939 gallons with about 35 aircraft and 200 passengers. We had less aircraft this year but they purchased more fuel than the 5,000 gallons sold last year. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

June 2013	AVGAS	AVGAS SS	Total
Gallons	3,483.49	2,197.21	5,680.7
Flow Fee	\$348.35	\$219.72	\$568.07
Pump Fee	\$1,741.75	\$549.30	\$2,291.05

June 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	2,678.5	2,600.7	8,987.0	14,266.2
Flow Fee	\$267.85	\$260.07	\$898.70	\$1,426.62
Truck Fee	\$267.85	\$260.07	\$898.70	\$1,426.62
Pump Fee	\$2,678.50	\$2,080.56	\$7,143.20	\$11,902.26

Total AVGAS & Jet Gallons = 19,946.9

Total Flow Fee = \$1,994.69

Total Jet Truck Fee = \$1,426.62

Total Pump Fee = \$14,193.31

Total Part-Time Employment Cost = \$3,310.00

Jet Truck Fee Minus Rental = +\$826.62

Pump Fee Minus Employment Cost = +\$10,883.31

FUEL PRICES

7/2/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.44					\$5.83
AVGAS FS	\$5.69	\$5.59	\$4.98	\$5.29	\$6.00	\$6.03
Jet	\$4.89	\$4.99	\$4.81	\$4.95	\$5.25	\$4.58

AIRPORT FUEL SALES

DATE	FUEL SOLD
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	<i>(gallons)</i>
June 2012	18,257.97
June 2011	25,716.1
June 2010	13,790.0
June 2009	16,092.7
June 2008	15,636.1
June 2007	14,128.7

June 2013 OPERATIONS

Single Engine Based	440
Multi Engine Based	14
Jet or Turboprop Based	210
Single Engine Transient	116
Multi Engine Transient	44
Jet or Turboprop Transient	158
Military	16
Total	998

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. FAA will complete the paperwork to remove it from the approach plates. We will remove the SDF when the ground is dry.

NDB – OTS entire month. Elger Holland will be here the week of July 8th to install the NDB.

VOR – No problems or outages for June 2013.

AWOS – No problems or outages for June 2013.

Veeder Root Fuel System – No problems or outages for June 2013.

RUNWAY AND TAXIWAY LIGHTS – We lost about 25 runway lights on 18/36 due to a lightning strike. They were replaced within 24 hours.

REILS AND PAPI – Bill Beggs replaced the circuit board on 3/25/13. He will return soon to replace the transformer also. FAA did a flight check on runway 18/36 PAPI's. The 18 PAPI's were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13. The 6 PAPI's were out of service for 5 days. Jimmy Chapman repaired them.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER – All windsocks have been replaced.

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Information for local hotels and restaurants, hours of operation and local attractions has been sent to Winston Brooks for the Airport website. Information for cargo operators will be sent soon.

AIRPORT MARKETING/PRESENTATIONS – No presentations.

SUGGESTION BOX – No suggestions as of 7/2/13.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Chairperson Tinkler reported that the 9/27 rehab project will be submitted for the September 2013 TAC meeting. Jody Baltz and Sue Wilson will be consulted for the 5% local share amount source for this project request.
- B. RTTF Committee Update** – Chairperson Tinkler reported that FAA would publish the final policy for RTTF reports at the end of July 2013. The deadline to submit reports to the FAA will be October 2014.
- C. Hangar Development** – Board members discussed future fencing in the NW area of Airport. Sam Crimm suggested using 12 foot fencing to help with deer control.

7. New Business:

- A. July 4th Air Show/Firework Update** – Mike Rutherford requested permission to hold the event on Saturday August 31, 2013 with a rain date of Monday September 2, 2013. The same aerial performers are available and the Kiwanis Club will schedule a new musical performer. **A motion was made and approved** to hold the event on Saturday August 31 contingent upon FAA approval.
- B. CAF Proposal** – Steve Worsham reported that Jody Baltz prepared a proposal to the CAF regarding locating their head quarters or a wing base at Tullahoma Airport. He thanked Mr. Baltz for preparing the information very quickly.
- C. Air Venture** – Chairperson Tinkler reported that she would do social media advertisements for transient aircraft going to Air Venture. **A motion was made and approved** to place an advertisement in the Air Race magazine in the amount of \$200. Funds will come from the donation account.
- D. Other new business** – Sam Crimm reported that he and Byrd Raby had worked on repairing the lights on the tetrahedron. They also offered to paint it if TAA would purchase the paint. Jon Glass reported that Scot St. John asked the Board to pick a

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name for the new road in the NW area of the Airport. Steve Worsham suggested that public input be sought for the new name. Wayne Thomas will post a notice in the paper for people to contact Jon Glass with suggested names by July 31, 2013 for Board consideration. Jim Apple inquired about the proposed new Airport sign. Karla Smith reported that Dream Tallahoma was working on the sign.

8. Alderman Norris reported that this would be his last meeting as TAA liaison. He urged the Board to keep exploring new revenue streams to help reduce the dependence on City funding.

9. Meeting was adjourned at 5:48 pm.

Submitted on 7/12/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting